

Prescribed Activity Application:

Conduct a Low Impact Temporary Event or Activity on Public Land

Local Law No. 1 (Administration) 2020

You MUST complete ALL questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application not being a properly made application.

For all applications, you must:

- Complete the form;
- Complete any other forms relevant to your application;
- Provide any mandatory supporting information identified on the forms; and
- Submit the applicable fee.

1. HAS THIS ACTIVITY BEEN HELD PREVIOUSLY IN THE DOUGLAS SHIRE?
 No - continue to next section.

 Yes. Date and location of previous event:

Approval/Permit Number:

Describe any changes from the previous activity/event?

2. ACTIVITY TYPE**Examples/Description**
 Fundraising Stall

Cake Stall, Raffle, Sausage Sizzle, Car Wash if held more than 1 day per month, has more than 1 table over 2 metres and 2 chairs.

 Small Educational Display, Information Booth or Research/Scientific Investigation

Scientific or educational promotion/displays. Installation of small scale scientific monitoring equipment, conducting experiments, surveys.

 Short Term Placement of Skip Bin or Shipping Container

Under 1 week if not on main streets. Under 2 days if using a designated parking space or in congested area. If longer periods and main streets required, use the form LL23 form and fee will be applicable.

 School sports event.

Athletics day, fun run, cross country.

 Other (add description):

Name of Event:

3. APPLICANT DETAILS

Note: The applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions. A business name or trust is not a legal entity and should not be entered in this field as the applicant. Where a person or company operates a business, the applicant is the person or company.

Applicant:

DOB (if person):

Postal Address:

ABN:

Telephone: W:

M:

Email:

Contact for Application:

M:

On-Site/Emergency Contact:

M:

Are you a not-for-profit or charitable organisation?

 YES NO
OFFICE USE

Receipt Type: 111

Payment Amount: \$

Receipt No:

CSO:

4. LOCATION OF PROPOSED ACTIVITY/EVENT

Site Address/Location/Description:

5. DATES OF PROPOSED ACTIVITY/EVENT

Dates of Event:

Times of Event:

Set-up date:

Pack-up date:

6. EVENT/ACTIVITY DESCRIPTION

Activity Description:

7. EVENT DETAILS

How many people will attend the event?

Staff:

Guests/Participants:

Will you be erecting marquees, tents, tables or other temporary structures?

Yes

No

Details:

8. COVID-19 COMPLIANCE

I have attached a COVID Safe Event Checklist.

YES NO

I am following an approved Industry COVID Safe Plan. Name plan:

YES NO

I have attached a COVID Safe Statement of Compliance.

YES NO

*Note: The event must comply with Public Health Directions that are **current at the time of the event.***

9. PUBLIC LIABILITY INSURANCE

Commercial and not for profit associations must provide a Certificate of Currency prior to the event/activity and:

- Note Douglas Shire Council as an interested party;
 - Coverage is for at least \$20 million; and
 - Cover the scope and dates of the activity.
-

Name of Insured:

Name of Insurer:

Policy No:

Policy Expiry Date:

10. RELEASE AND INDEMNITY

In consideration of Douglas Shire Council ("Council") issuing me/us with *The Approval* for the purpose described or allowed under *The Approval* ("the activity/activities"), I/we:

1. release and discharge Council and Council's agents, servants, officers and insurers ("the Related Parties") from and in respect of all liability, claims, losses, damages or proceedings which I/we may have (either now or accruing in the future) against Council and/or the Related Parties in respect of, or arising out of, or in connection with the activity/activities;
2. agree that the release and discharge given under clause 1 may be pleaded by Council and the Related Parties as a bar to any action, suit or proceeding commenced now or taken at any time by Council and/or the Related Parties, against Council and/or the Related Parties, or to which Council and/or the Related Parties is or are joined as a party or parties, in respect of, or arising out of, or in connection with the activity/activities; and
3. agree that I/we am/are liable for and shall indemnify Council and the Related Parties against any liability, claim, loss, damage or proceeding in respect of, or arising out of, or in connection with the activity/activities.

The covenants given under this document are binding upon me/us and my/our heirs, executors, successors and permitted assigns.

11. CHECKLIST AND SUPPORTING DOCUMENTS

	Applicant Supplied	N/A	Officer Checked
Have you read the conditions below and have all sections been completed and form signed?	<input type="checkbox"/>		<input type="checkbox"/>
Attach a CovidSafe Plan or Checklist/Statement of Compliance	<input type="checkbox"/>		<input type="checkbox"/>
Attach Public Liability certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach a Site Plan that outlines location and placement of temporary structures/running course etc	<input type="checkbox"/>		<input type="checkbox"/>

12. DECLARATION

To the Chief Executive Officer, Douglas Shire Council

I / We make application under *Local Law No. 1(Administration) 2020* for approval to conduct the prescribed activity outlined in this application form and declare that the information provided by me in this application is true and correct, and agree to comply with all requirements and conditions as approved.

If the application is made by a corporation or incorporated association, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

Print Name:

Signature:

Dated:

Douglas Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the Local Government Act 2009. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

13. PRESCRIBED FEES (Applicable from 1 July 2020 to 30 June 2021)

Low impact activity

Nil
